

SYMPPLICITY - CAREER SERVICES MANAGEMENT SYSTEM

Employer User Guide

Welcome to Career Services Management System, the Imperial College Business School's online recruiting system powered by Symplicity.

This guide is designed to introduce you to the system and help you understand how the system can simplify the recruiting process for your organisation.

The system is designed to be user-friendly, but if you experience any difficulties while you are using it, we are more than happy to assist you in any way we can.

Please do not hesitate to contact us with any questions or concerns.

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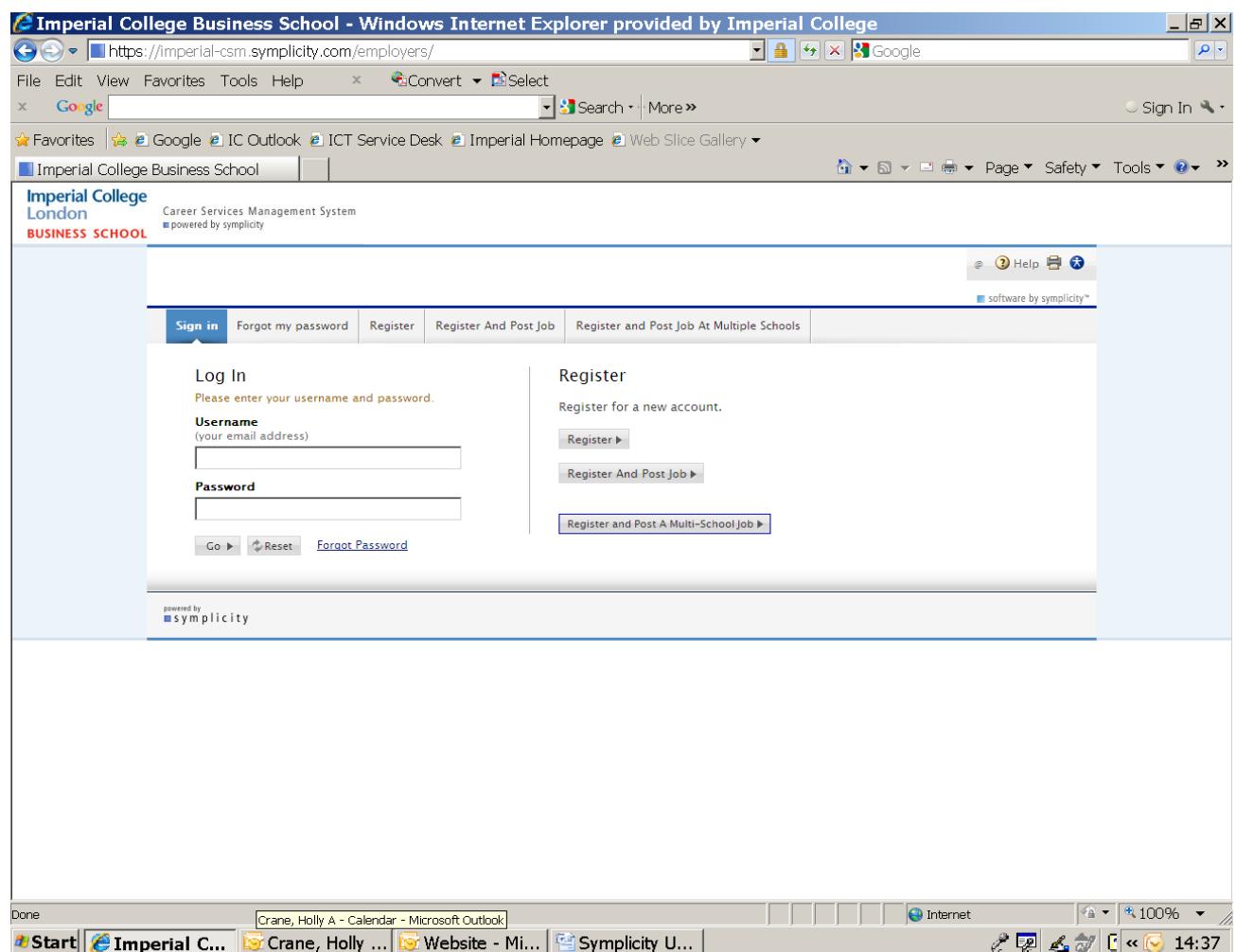
I. REGISTRATION – first time users

To use Symplicity, please register by doing the following:

1. Direct your web browser to <https://imperial-csm.symplicity.com/employers/>
2. Click the 'Register' button
3. Complete the fields on the registration form and click 'Submit'
4. You will receive an email with your username and your password.

Returning users

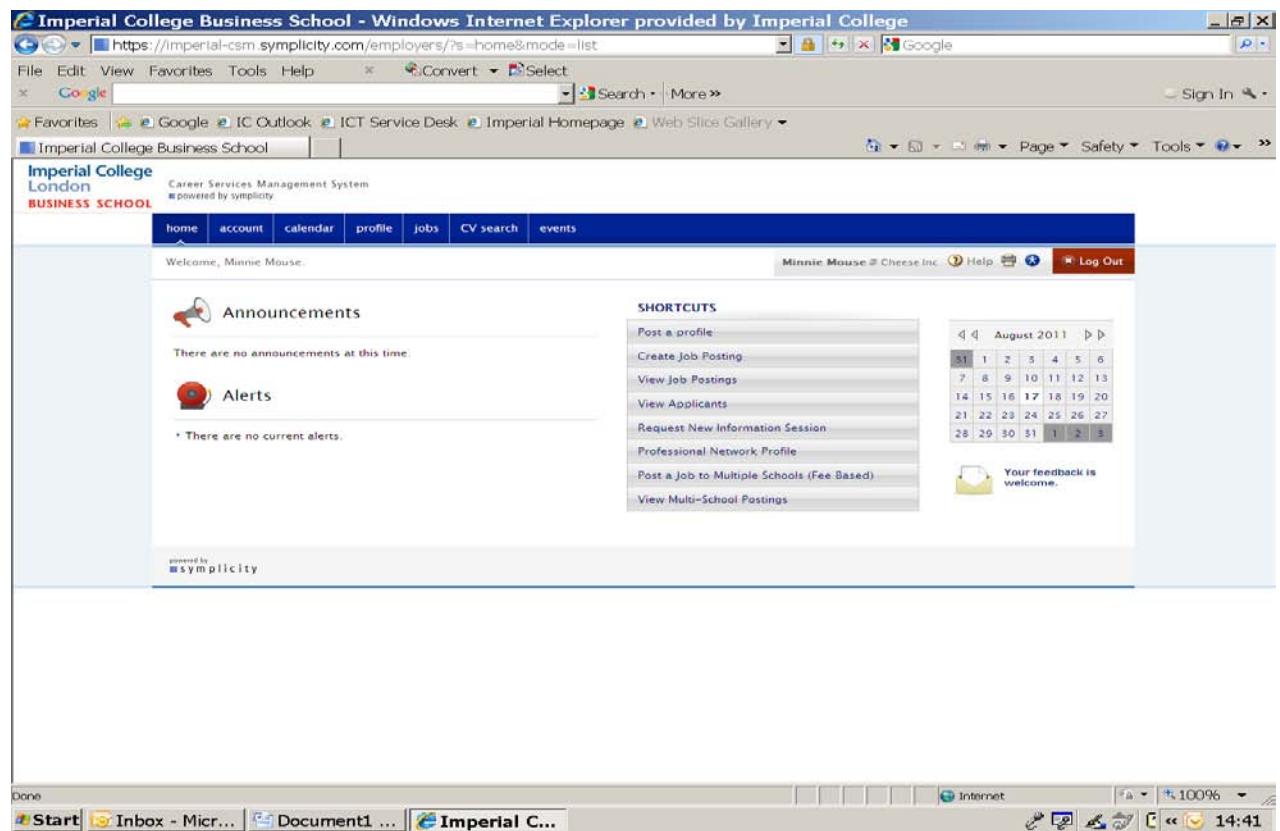
1. Go to <https://imperial-csm.symplicity.com/employers/>
2. Enter your username and password and click 'go'
3. If you have forgotten your password, click on the 'Forgot Password' link and you will then be automatically sent a new password. Once you have logged in with this password you will be able to change it to one of your choosing under the profile tab in your account.



II. HOME

A. Navigate the Homepage

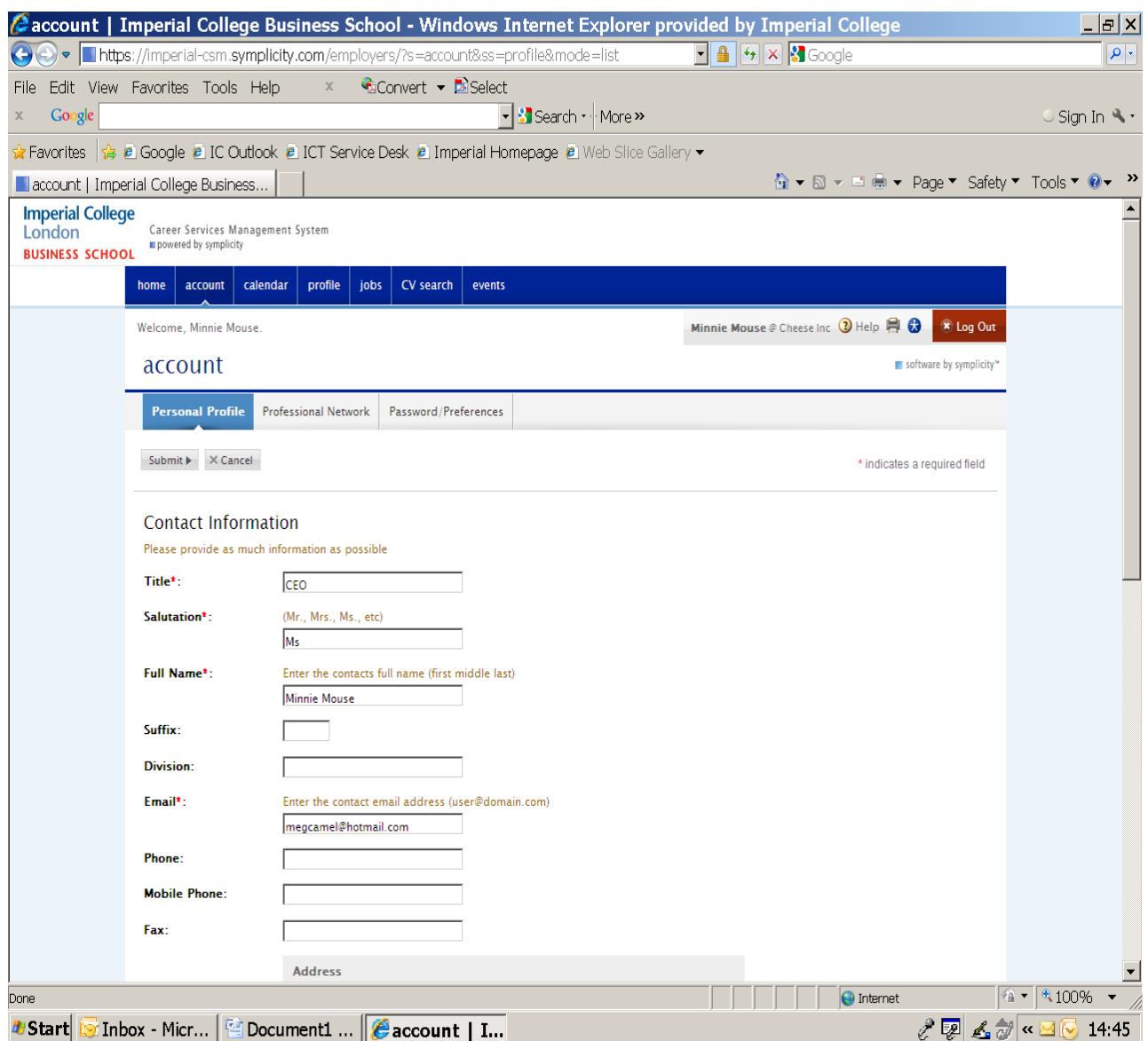
1. View at glance features of the 'Symplicity' system (Announcements, Shortcuts, Alerts, CV search etc.) by clicking on 'Home' in the top navigation toolbar.
2. You can access all systems sections with one click by clicking on 'Shortcuts'
3. Send feedback or questions directly to the Career & Professional Development Service through the system, using the 'Your feedback is welcome' link



The screenshot shows the Imperial College Business School Symplicity homepage. The browser title bar reads 'Imperial College Business School - Windows Internet Explorer provided by Imperial College'. The address bar shows the URL 'https://imperial-csm.symplicity.com/employers/?s=home&mode=list'. The page header includes the Imperial College London logo, 'CAREER SERVICES MANAGEMENT SYSTEM', and 'powered by symplicity'. The top navigation bar has links for 'home', 'account', 'calendar', 'profile', 'jobs', 'CV search', and 'events'. A welcome message 'Welcome, Minnie Mouse.' is displayed. The main content area features 'Announcements' (no announcements) and 'Alerts' (no current alerts). A 'SHORTCUTS' sidebar lists links such as 'Post a profile', 'Create Job Posting', 'View Job Postings', 'View Applicants', 'Request New Information Session', 'Professional Network Profile', 'Post a Job to Multiple Schools (Fee Based)', and 'View Multi-School Postings'. To the right is a calendar for August 2011 with dates from 31 to 3. A feedback message 'Your feedback is welcome.' is shown with an envelope icon. The bottom of the screen shows the Windows taskbar with icons for Start, Inbox, Document1, and Imperial C...

III. Account

1. The account section contains information about you and your organisation (name, telephone number, address). Build a personal profile with your contact information by clicking on 'Account' link on the top navigation toolbar.
2. This is also where you will go to change your password. Update system access by clicking on the 'Password/preferences' tab and creating a new password. Enter a new password then re-enter to confirm. Click Save.



The screenshot shows the 'account | Imperial College Business School' page in Internet Explorer. The top navigation bar includes links for home, account, calendar, profile, jobs, CV search, and events. The main content area is titled 'account' and contains a 'Personal Profile' tab, which is currently selected. Other tabs include 'Professional Network' and 'Password/Preferences'. The 'Contact Information' section requires the user to provide their title (CEO), salutation (Ms.), full name (Minnie Mouse), suffix, division, email (megcamel@hotmail.com), phone, mobile phone, and fax. A note indicates that the asterisk (*) denotes a required field. The top right of the page shows the user's name (Minnie Mouse @ Cheese Inc), a help link, and a log out button. The bottom of the page shows the standard Internet Explorer toolbar and taskbar.

IV. Profile

A. Build a Profile

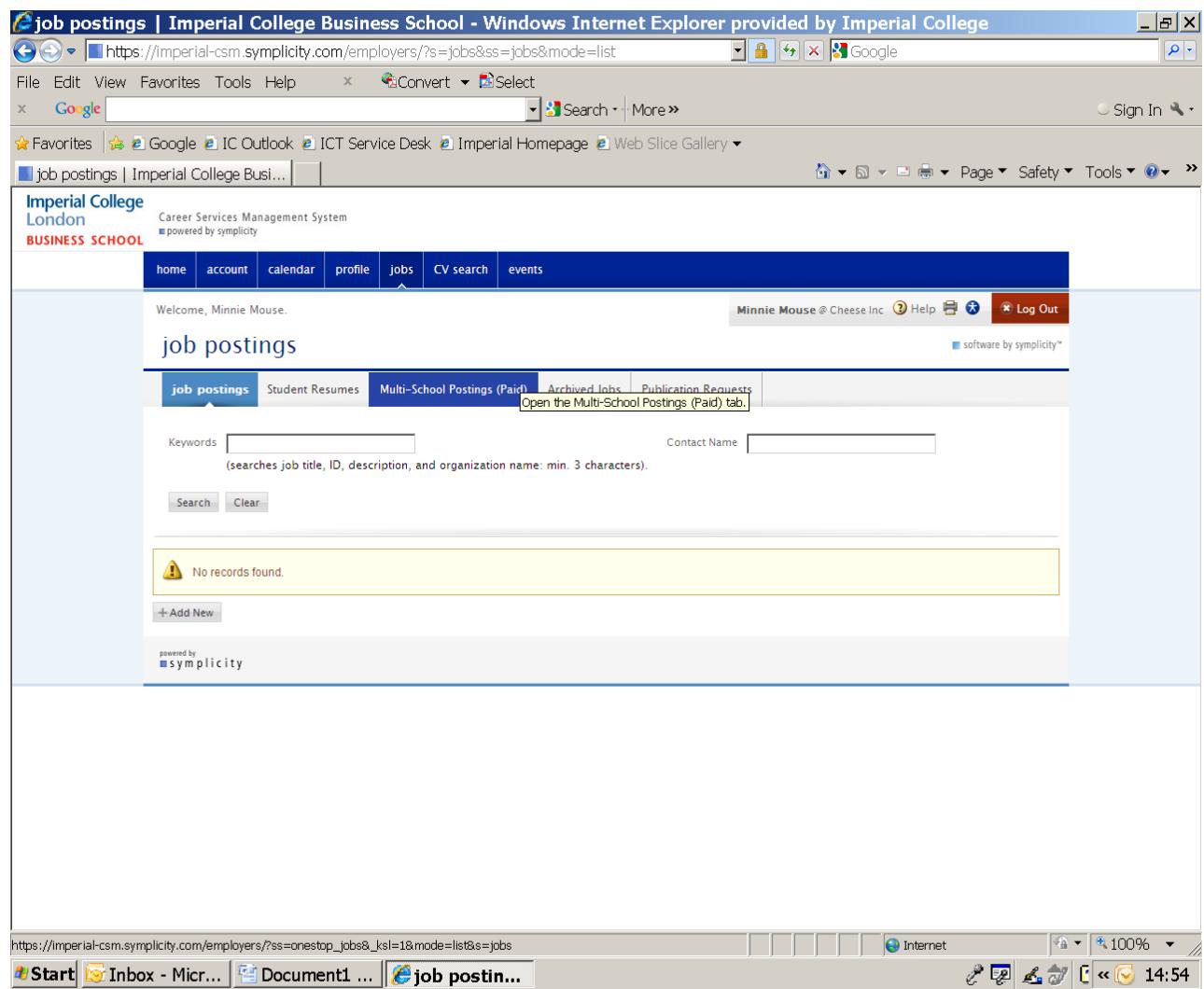
1. Create a comprehensive online profile to describe the organisation by clicking on the 'profile' link in the top navigation bar.

NOTE: Employers are encouraged to populate the profile fields with customised information for ICBS Students. Students and alumni use this information to research employers.

The screenshot shows the 'profile' section of the Imperial College Business School website. The top navigation bar includes links for 'home', 'account', 'calendar', 'profile', 'jobs', 'CV search', and 'events'. The 'profile' link is highlighted. The main content area displays a welcome message for 'Minnie Mouse' and a 'profile' section. A sidebar on the right shows 'COMPLETION STATUS'. The 'Industry' section lists various business sectors, and the 'Overview' section contains a text input field with the placeholder 'Expert diary consultancy specialising in cheese'. The bottom of the screen shows the Windows taskbar with icons for Start, Inbox, and Document1, along with the browser's address bar and status bar.

V. Job postings

1. Create a job posting by clicking on the 'add new' button.
2. Required fields are marked with a red asterisk (*)
3. You will be able to select between two method(s) to receive application which are by email or by company website. Note that if you wish to receive CVs by email, please tick company website and then add email address.
4. Click 'Submit'
5. Your post will be approved within 1-5 business days
6. Post jobs across multiple business schools by clicking on the 'Multi-School Job Postings' (Paid) and selecting the schools where you want your position posted.
7. View jobs by clicking on the 'jobs' link in the top navigation bar.
8. If you are copying an archived, cancelled or existing job to a new job, use the 'copy existing job' dropdown box to select the job title that you are copying. If you wish to copy an archived posting, click on the 'Show Archived' button in the 'Copy Existing' field to select from your archived postings. You can now enter or edit information in the fields of the job form.



The screenshot shows a web browser window for Internet Explorer. The title bar reads "job postings | Imperial College Business School - Windows Internet Explorer provided by Imperial College". The address bar shows the URL "https://imperial-csm.symplicity.com/employers/?s=jobs&ss=jobs&mode=list". The page content is the Imperial College Business School job posting interface. At the top, there is a navigation bar with links for "home", "account", "calendar", "profile", "jobs", "CV search", and "events". Below this is a user profile bar for "Minnie Mouse @ Cheese Inc" with "Log Out" and "software by symplicity". The main content area is titled "job postings" and includes a navigation bar with tabs: "job postings" (which is selected), "Student Resumes", "Multi-School Postings (Paid)", "Archived Jobs", and "Publication Requests". Below the tabs is a search form with "Keywords" and "Contact Name" fields, and "Search" and "Clear" buttons. A message box states "No records found." with a yellow warning icon. At the bottom of the page, there is a footer with the text "powered by symplicity". The browser's status bar at the bottom shows the URL "https://imperial-csm.symplicity.com/employers/?ss=onestop_jobs&_ksl=1&mode=list&s=jobs" and the time "14:54".